

**GENERAL JOB TITLE:** Administrative and Communications Assistant  
**CLASSIFICATION:** Staff – Part Time (25-30 hours)  
**REPORTS TO:** Lead Pastor

**SUMMARY:**

This position is responsible to oversee all church communications and provide administrative support to the lead pastor, staff, and Board of Elders.

**QUALIFICATIONS:**

- Profess a personal relationship with Jesus Christ.
- Regularly attends FBC Worship Service.
- Supports the mission, vision, and core values of FBC.
- Supports the doctrinal statement of FBC.
- Displays an attitude of service to God and others.
- Promotes a culture of unity and encouragement.
- Supports and participates in FBC ministry activities.
- Attend training for Planning Center Software and use it accordingly.
- Proficient in preparing electronic communications.
- Experience in developing graphic arts production and marketing strategies.
- Enjoys interacting with people.
- Is pro-active in addressing needs, conflicts, and solutions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Administrative Assistant:**

- Manage Planning Center needs
- Record and send out Staff Meeting minutes
- Support and assist the pastor(s) with schedules and communications.
- Manage weekly and monthly duties as assigned
- Manage OneDrive for shared communications
- PowerChurch updates:
  - Maintain data base
  - Weekly attendance records
  - Forms for Sona (as well as Excel spreadsheet for attendance)
- Manage personnel records and background checks for staff and volunteers
- Manage As Needed duties

## **Strategic Communications:**

- Manage marketing requests from all ministries.
  - Manage campaign requests [slides, mini-posters, post cards, SM posts, mail chimp, sign ups as requested]  
[all graphics created/managed in Canva]
- Manage slides for Sunday morning, upload to OneDrive
  - Create mp4 of slides
  - Create gif of slides (for Sunday morning Mail Chimp)
- Add Sermon Post to website [Weekly, schedule to be live Sunday 2am] [Website is a WordPress site]
- Update online bulletin [Weekly]
- Review/Update webpages as needed [Weekly] Coordinate with Ministry Directors
- Schedule Clearstream Text [Weekly] Schedule for Sunday morning 9 am
- Update Sunday Morning Mail Chimp [Weekly] Schedule for Sunday morning 8 am (posted on fb/lg at the same time)
- Create weekly announcements and include in weekly Sunday morning communication (sent to pastors, worship leader, tech team, chairman of elders)
- Receive and respond/delegate [info@frontlinebible.com](mailto:info@frontlinebible.com) emails received through the website.
- Receive/respond to requests for Directory password requests (respond via text)
- Manage Monthly Mail Chimp [Monthly]
- Update Directory link on website [Quarterly]
- Manage posts on Facebook and Instagram pages (Schedule for 8am)  
addresses/audience is updated automatically through integration with Planning Center.